

Cool Kids Summer Day Camp 2009

Parent Information Packet

Thank you for choosing the City of Morgan Hill Cool Kids Summer Day Camp 2009 for your child's summer vacation activity. Our program is designed to provide a friendly, caring environment in which children are encouraged to develop social, creative, team player and interpersonal skills through a variety of structured and unstructured activities. Please read through this information carefully and keep it for your reference. Additionally, please complete and return all the required forms, located at the end of this packet. Please submit all these forms the Friday prior to the camp's start date. The forms are: (1) Emergency/Medical Release & Allergy Information Form, (2) Drop-off / Pickup Authority Form, (3) Swim Permission Form, and (4) Field Trip Permission Form.

COOL & SPORT CAMP HOURS OF OPERATION & DETAILS

Full Day Camp: Monday - Friday, 9:00 am - 4:00 pm

<u>Extended care hours:</u> morning, 7:30 am - 9:00 am, and evening, 4:00 pm to 6:00 pm. Extended care hours are not included in camp fee, but if your child is not picked up by <u>6:00 pm</u>, you will be charged an **extra \$5** for every 15 minutes past <u>6:00 pm</u>.

CAMP WEEKS:

Week1: Jun 8-12, Week 2: Jun 15-19, Week 3: Jun 22-26, Week 4: Jun 29-Jul 3, Week 5: Jul 6-10, Week 6: Jul 13-17, Week 7: Jul 20-Jul 24, Week 8: Jul 27-31, Week 9: Aug 3-7, Week 10: Aug 10-14

CAMP LOCATIONS:

Mondays: Community and Cultural Center (CCC), 17000 Monterey Rd. Phone #: 408.782.0008

Tuesdays & Thursdays: PM-Outdoor Sport Center (OSC), 16500 Codit Rd. and AM-the Aquatics Center

(AC), 16200 Condit Rd., (between Dunne Av. & Tennant Av.). Phone #: 408.782.2134 Wednesdays & Fridays: Centennial Recreation Center (CRC), 171 West Edmundson

Phone #: 408.782.2128. Friday's field trips departure time will be announced in the week schedule.

Camp Specialist can be reached at the Recreation cell #: 408.425-3050 between 7am and 6pm.

CAMP FEE INCLUDES:

Supplies and material for all games and activities, field trip transportation and admission fee for field trip destination, a shirt, friendly, energetic and well trained recreation staff, who will provide a great day of fun activities.

Week Session Full Day Camp Fee:

Resident: \$195 / CRC Member \$190 Non Resident: \$205 / CRC Member \$200

\$15 discount for siblings

Cool Camp Age:

Explorers $4\frac{1}{2}$ -6yrs Adventurers 7-10yrs

Sport Camp Age:

Rookies 7-8yrs All Pros 9-12yrs

SIGN IN -OUTS AND RELEASING CHILDREN

For your child's protection, we request that all Cool Kids participants are personally signed IN and OUT of the program each day by their parents or legal guardian. A sign in/out sheet will be kept by a recreation staff. Please do not drop them off at the street. Only those authorized by you in writing on the enclosed form will be permitted to pick up your child. Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Drop-off/Pickup Authorization Form. All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on your list know they must show a Photo ID so they will be prepared. Also, please let us know of any volatile situations we should be aware of regarding people who are not allowed to pick up your child.

LATE FEES

Our program ends each day at 6:00 pm. Please pick your child up by or before this time. There will be a \$5.00 charge per every fifteen minutes after 6:00 pm. Please phone the program site if you are going to be late. If we do not hear from you by 6:00 pm, we will attempt to contact individuals listed on the release form. If we haven't heard from you and were unable to reach your emergency contact, the Child Protective Services of the Police Department will be contacted for continued supervision after 6:15 pm.

CLOTHING

We ask that all children wear closed-toe shoes with rubber soles and comfortable play clothes each day so they may participate in all of the activities. Please label all clothing, lunch boxes and backpacks with your child's name. On field trip days, please send a jacket /sweatshirt with your child. We recommend that your child wear the Cool Kids t-shirt every day, but it is required on Fridays for the field trips. This is to insure we can easily identify them and keep them safe, so please send them to program in appropriate attire on the days listed below under "Field Trips". Additional Cool Kids Summer Camp t-shirts are available for sale at the Community Center for \$10 each. We may have water activities everyday (check the weekly schedule of activities for details); your child will need a proper swim attire, towel, water shoes (recommended) and sunscreen. NO Sandals. We encourage the parents to put sunblock on their children before arriving to camp on daily basis. Please put all items in a backpack. Please take time to mark all personal belongings with your child's name. The City of Morgan Hill is NOT responsible for lost/stolen items.

SNACKS AND ALLERGIES

Please make sure your child is given breakfast each day prior to arriving at the program.

Each child must bring her/his own morning and afternoon snacks, a sack lunch, and her/his favorite drink each day. Please let us know if your child has any dietary restrictions. Please fill out the Emergency Medical Release and Allergies Information Forms attached. For the safety of all participants please **DO NOT provide any food or snack that contains peanuts**, milk, fish, eggs, soy & wheat ingredients. There is not microwaves or ovens on the sites, so please do not include snacks or lunches that require heating or preparation. If your child would like an additional snack, they may bring their own money to spend at the sites. We suggest \$3.00 per

day at the CCC & CRC and \$5 at the Aquatics Center only to spend at the sites' snack bar and vending machines. \$10 is recommended for field trips.

MEDICATION DURING THE CAMP DAY

For your child's safety and to protect other children, please do not send your child to camp if



he/she is ill. Staff will not administrate any medication during camp hours. For special needs please contact the Camp Specilaist with a completed, signed medication consent form (Emergency Medical Release & Allergies Information Form attached).

ABSENCES, ATTENDANCE, AND ILLNESS

If your child will be absent, please notify the program site before 9:00 am, so that we will know not to expect him/her. Recreation Staff will **not** call to check on children who do not arrive at the program. There will be no refunds or substitutions for missed days due to illness or other reasons. If your child becomes ill at the program site, we will notify you or if we can't reach you we will contact your emergency contact, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by staff:

- 1. Oral or forehead temperature over 100 degrees F.
 - 2. If the child complains abut severe headache not caused by a fall.
 - 3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.)
 - 4. Vomiting or diarrhea (within last 24 hours)
 - 5. Injury which may require medical attention.

<u>Please notify the site or off-site supervisor if your child is diagnosed</u> with a communicable or an infectious disease.

Any minor injury (scrape, bump, etc.) will be handled at the site and you will be informed of the incident when you arrive to pick up your child. If your child has an injury requiring emergency medical action, it will be provided immediately and you will be notified as soon as possible. Please remember to update your child's Emergency/Attendance Information if there are any changes during the summer.

DISCIPLINE AND RULES

We strive to maintain consistent disciplinary procedures at all Cool Kids Summer Camp Program. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. We reserve the right to discontinue participation by any child due to behavioral problems. Please take time to discuss these rules with your child as well as familiarize yourself with them before they attend this program

Program Rules:

- 1. NO Fighting
- 2. NO Hitting
- 3. NO Pushing
- 4. NO Teasing
- 5. NO Put downs
- 6. NO Name calling
- 7. NO Throwing of stones or other objects.
- 8. OBEY and RESPECT Recreation Staff, participants and their property.
- 9. Respect all equipment
- 10. Walk when indoors
- 11. Keep your body parts to yourself
- 12. Use appropriate language
- 13. Be honest
- 14. Stay with the group/ No leaving the group for any reasons
- 15. Respect the environment. Put trash in garbage cans in garbage dispensers.
- 16. If you take things out, put them back when you are finished/ Help to clean up
- 17. Please keep jewelry or any valuables, trading cards, toys, electronics such as: portable walkmans, Discman players, gameboys, etc., at home.

Additional rules specific to each site may be added to this list. Rules and expectations of behavior will be discussed with the group at the beginning of each camp week. There will be NO refunds if your child is suspended or expelled from the program.

AT THE AQUATICS CENTER (AC) & CENTENNIAL RECREATION CENTER (CRC), INFOOR POOL

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis for use in the instructional & recreational pool only. Lifeguards will be provided to supervise all water activity. Swim test will be provided by the Aquatics Lifeguards for the Competition Pool only at the AC. All swimmers in the competition pool must be at least 9 years of age or older and have passed the swim test. Swimmers under the age of 9 must be able to pass the swim test with a proficient skill. When a child passes the swim test, they will receive a bracelet that allows them



to use the Competition Pool. Children using the Recreation Pool, the Instructional Pool, or the Water Slide DO NOT need to take the swim test. Children are not required to swim. (Swim permission form attached)

AC POOLS INFORMATION

Recreation Pool & Slide Catch area: Depth: 0 - 3.6 ft.

Instructional Pool: Length: 25 yards Depth: 3.6 - 4.6 ft.

Competition Pool: Length: 50m x 25m Depth: 6.7 to 13 ft.

Water slides: children need to be 48 inches or taller to ride the large slides.

Pool rules are posted in the Aquatic Center building near the pools. The recreation leaders will go over the rules with the children before they get in the pool.



CRC, INDOOR POOL INFORMATION

No swimming test is requires by the participants.

Recreation Pool & Slide Catch area: Depth: $0 - 5\frac{1}{2}$ ft.

Water slides: children need to be 48 inches or taller to ride the large slide. Pool rules are posted near the pool. The recreation leaders will go over the rules with the children before they get in the pool.

FIELD TRIPS

Weekly trips are listed below. Specific site activity calendars describe daily activities and will be

available from the staff on your site by week. Below are the field trips as currently scheduled. These trips and events are all scheduled on Fridays. Additional local trips may be added to the schedule. Children are required to wear their camp t-shirts on field trip days for safety reasons. Transportation for these activities may be provided by school district or private organization.

Camp Date	Field Trip Date	Location
Week 1- Jun 8-12	Friday 12	MH Community Park*
Week 2- Jun 15-19	Friday 19	Golfland SJ Mini Golf Park
Week 3- Jun 22-26	Friday 26	San Francisco Zoo
Week 4- Jun 29-Jul 3	Friday 3	MH Community Park*
Week 5- Jul 6-10	Friday 10	Beach Day at the SC Boardwalk
Week 6- Jul 13-17	Friday 17	San Jose Tech Museum
Week 7 - Jul 20-24	Friday 24	Monterey Bay Aquarium
Week 8- Jul 27-31	Friday 31	Fremont Aqua Adventure Water Park
Week 9- Aug 3-7	Friday 7	Children's Discover Museum- San Jose
Week 10- Aug 10-14	Friday 14	MH Community Park*
*Meets at the park.		



ABOUT OUR CAMP STAFF

Our recreation staff is finger printed, drug and TB tested. All our staff is trained in CPR and First Aid. They have participated in mandatory training, including camp safety, behavior guidance, asset development, child abuse prevention, positive discipline, program leadership and emergency procedures. They are energetic and love working with children. Ratio 1:8 at the local sites and 1:4 to 1:6 for field trips.

MOST OFTEN ASKED QUESTIONS

MAY I HIRE THE CITY OF MORGAN HIL RECREATION STAFF TO BABYSIT FOR MY CHILDREN?

Our program policy requires that we are not to allow our staff to baby sit for families involved in the Cool Kids Summer Camp Program while they are employed by the City of Morgan Hill for the summer. Please make it easy for them by respecting this requirement.

HOW CAN I SIGN UP MY CHILD FOR CAMP?

You may sign-up for as many weeks as you wish, but you must register at least 1 to 2 week prior to the camp's start date. You have options! You may sign up in person at the Morgan Community and Cultural Center (CCC), Centennial Recreation Center (CRC) and the Aquatics Center (AC), over the phone, mail or fax your completed registration form to the CCC fax# 408-779-5450 and CRC fax# 778-8286 or sign up online www.active.com/browse/morganhill

REFUNDS

- If you provide a written request to withdraw 7 days prior to the start date the city will refund full amount. When the program begins we are unable to refund any portion of your fee. A full refund is granted if the program is canceled by Morgan Hill Recreation Division. A \$17 fee will be charged on all returned checks. Special cases will need to be discussed with the Camp Specialist.
- There will be NO refunds or substitutions for missed days due to illness or other reasons.
- There will be NO refunds if your child is suspended or expelled from the program.
- There will be **NO** refunds for any participants who dropped out of the program for any reason or circumstance.

QUESTIONS AND CONCERNS

Our Recreation Leaders and off-site Supervisors are readily available to discuss questions or concerns with you. We ask that you first talk with the Camp Specialist at your child's program location. If additional clarification is needed, the Recreation Leaders can refer you to their off-site Recreation Coordinator. Communication with you is the key to our ability to meet your child's needs and provide an outstanding summer program. We always encourage parents to share with us any feedback they have about the program. Please let us know what's going well and what we could improve on. Please make sure to submit the Cool Kids Evaluation Form to the camp counselors at the end of each camp week. All personal information shared with Camp personnel will be kept confidential. We look forward to a great summer with you and your child!

Sincerely,

Chiquy Mejía

Recreation Coordinator 408-782-2128 * 830

Abel Gutierrez

Recreation Coordinator 408-782-2128*806

Chris Ghione

Recreation Manager 408-782-2128*801



Cool Kids Summer Day Camp 2009

Emergency/Medical Release& Allergy Information Form

Cinia s Name	
Date of Birth/ Age	<u>-</u>
Address	
Mother's Name	Phone (day)
(eve)	(cell)
Father's Name	Phone (day)
(eve)	(cell)
Legal Guardian	Phone (day)
(eve)	(cell)
Alternative Emergency Information	Information Required by State Law
Name Phone Relationship	Physician's Name
	Health Insurance Co:
1.	Policy Number:
	Family Physician:
2.	Phone:
	Family Dentist:
	Phone:
	Medical History – Past or Present
Asthma Yes No	ADD/ADHD Yes No
Heart Defect Yes No	Head Lice Yes No
Recent Hospitalization Yes No	Sleep Walking Yes No
Currently under Dr. care Yes No	Tuberculosis Yes No
Seizures Yes No	Chicken Pox Yes No
Yes No	Measles Yes No
German measles Yes No	

ALLERGIES

Please check:					
Hay Fever	Yes	No	Bee Stings	YesNo	
Oak/Ivy Poisoning	Yes	No	Penicillin	Yes No	
Peanuts	Yes	No	Tree Nuts	Yes No	
Milk	Yes	No	Eggs	Yes No	
Wheat	Yes	No	Soy	Yes No	
Animals (cats, dogs, etc)	Yes	No	Other	Yes No	
Does your child have any handica	np or other spec	cific conce	rn we should be aw	are of?	
Parent/Guardian Print Name:			Signature		
			~1 5		
Relationship:			Date		_



Cool Kids Summer Day Camp 2009

Drop-off/Pickup Authority Form

Name of Camper:				Age:			
Extended Care hours ar	e availab	le from	7:30 a.m.	to 9 a.m. & 4 p.m. to 6 p.m. for additional fee.			
	Ext	ended Ca	re Request	ted			
Select Registered Weeks Morning			After	rnoon			
Week 1	YES	NO	YES	NO			
Week 2	YES	NO	YES	NO			
Week 3	YES	NO	YES	NO			
Week 4	YES	NO	YES	NO			
Week 5	YES	NO	YES	NO			
Week 6	YES	NO	YES	NO			
Week 7	YES	NO	YES	NO			
Week 8	YES	NO	YES	NO			
Week 9	YES	NO	YES	NO			
Week 10	YES	NO	YES	NO			
My child is to be pice. My child can be pice.	ked up by au	thorized p	persons listed				
	•		-	from this City of Morgan Hill Cool Kids Summer Camp Program:			
Name			_	Relationship			
Circle one: (Day/Evening) Phone		C	Cell Phone				
(Day/Evening) I none			_	cen i none			
Name			_ R	Relationship			
Circle one:							
(Day/Evening) Phone			_ E	Evening Phone			
In the event of an emergency, adult named above arrives to p				check him/herself out. We will care for your child until you or another			
Parent/Guardian Print Name:			S	Signature			
Relationship:				Date			



Cool Kids Summer Day Camp 2009

Swim Permission Form

water activities	3 3	g experience for yo	our chiid, lifeguards v	viii be on duty to supervise aii
My child		is:	allowe	d
	(Name of camper)			
to participate in	n camp swimming at the Mo	organ Hill Aquatic	not allos and Centennial Rec	
How would yo	u rate your child's swimn	ning ability?		
Non-Swimmer	Novice/poor Swimmer	Fair Swimmer	Excellent Swimmer	Don't Know
•	I had swimming lessons? el? (Check all that apply)	YES	NO	
Beginner	Advanced Beginner	Intermedia	te Advanced	
Any other com	ments or information pertai	ning to swimming	and water skills:	
	section, please indicate any ctivities:	-	2	ur child's ability to participate
Parent/Guardi		g: ,		
Print Name:		Signatu	re	
Relationshin:		Date		



Cool Kids Summer Camp 2009 Field Trip Permission Form

hereby give my permis Kids Summer Camp in		trips and special eve ant. I hereby absolve	, a minor, do nt programs planned as part of the Cool the City of Morgan Hill, its employees on in the above program.
_	the days field trips will be a during the time period of the	*	supervision provided at the Cool Kids
Please mark the field	trips below that your child	will be attending:	
for the rest of the field	we will meet at the Morgan H trips at the Centennial Recreation will be announced in the	tion Center (CRC), 1	
Attending:	Camp Weeks:	Field Trips Dates:	Field Trips Locations:
	Week 1- Jun 8-12	Friday 12	MH Community Park*
	Week 2- Jun 15-19	Friday 19	Golfland SJ Mini Golf Park
	Week 3- Jun 22-26	Friday 26	San Francisco Zoo
	Week 4- Jun 29-Jul 3	Friday 3	MH Community Park*
	Week 5- Jul 6-10	Friday 10	Beach Day at the SC Boardwalk
	Week 6- Jul 13-17	Friday 17	San Jose Tech Museum
	Week 7 - Jul 20-24	Friday 24	Monterey Bay Aquarium
	Week 8- Jul 27-31	Friday 31	Fremont Aqua Adventure Water Park
	Week 9- Aug 3-7	Friday 7	Children's Discover Museum- San Jose
	Week 10- Aug 10-14	Friday 14	MH Community Park*
	*Meets at the park.		
Parent/Guardian Print Name:		Signature	
Relationship:		Date	



171 W. EDMUNDSON AVE MORGAN HILL CALIFORNIA 95037 (408) 782-2128

COOL KIDS Summer Camp 2009

PARENTS CAMP EVALUATION FORM

(Please submit this evaluation on the last day of camp)



Your input is really important to us in order to improve this program for next week/year. Please take a few minutes to complete this Evaluation Form. Thank you for your support.

Parent's Name (optional) Phone number (optional)									
Program: Have you been to Cool Kids Summer Camp before?							amp before? Yes	No	
Evaluate items as follows 5 = Outstanding / Exceller 4= Exceeds my expectation						1 = Deficient N/A= Not applicable			
Safety	5	4	3	2	1	N/A		Comments:	
Games	5	4	3	2	1	N/A		Comments:	
Arts & Crafts	5	4	3	2	1	N/A		Comments:	
Sport Activities	5	4	3	2	1	N/A		Comments:	
Daily Activities overall	5	4	3	2	1	N/A		Comments:	
Full Time Counselor	5	4	3	2	1	N/A		Comments:	
Camp AM AS* Camp PM AS* *Assistant Specialist	5 5	4 4	3	2 2	1	N/A N/A		Comments:	
Camp Specialist	5	4	3	2	1	N/A		Comments:	
Communication between staff and campers		4	3	2	1	N/A		Comments:	
Communication between staff and parents		4	3	2	1	N/A		Comments:	
Child's Enjoyment	5	4	3	2	1	N/A		Comments:	
Facilities CCC/CRC/OS Community & Cultural		ıter	5	; 4	ļ <u>:</u>	3 2	1	N/A Comments:	
Centennial Recreation C	ent	ter	5	5 4	1 :	3 2	1	N/A Comments:	
Outdoor Sport Center			5	4	1 :	3 2	1	N/A Comments:	
Aquatics Center			5	4	. :	3 2	1	N/A Comments:	
Overall Program Quality	y		5	i 4	1 :	3 2	1	N/A Comments:	
Registration On-line	5	4	3	2	1	N/A		Comments:	
Walk-in	5	4	3	2	1	N/A		Center:	Comments:
Over the phone	5	4	3	2	1	N/A		Center:	Comments:
Would you attend to the Comments:								Yes No	



